

WASHINGTON STATE PUBLIC DISCLOSURE COMMISSION

Complaints Relating to An Elected Official or Candidate for Public Office Must be in Writing and Signed by the Complainant Under Oath

Washington Administrative Code 390-37-040 requires that a complaint filed with the Public Disclosure Commission, relating to an elected official or candidate for public office, be in writing and signed by the complainant under oath.

RCW 9A.72.085 states that when, under a law or rule of the State of Washington, a statement is required to be supported by an oath, the statement may be supported by an unsworn written statement, declaration, verification, or certificate which:

1. Recites that it is certified or declared by the person to be true under penalty of perjury;
2. Is subscribed by the person;
3. States the date and place of its execution; and
4. States that it is so certified or declared under the laws of the State of Washington.

Complaints relating to an elected official or candidate for public office will not be processed without a properly executed oath (or affirmation) or an acceptable unsworn written statement, declaration, verification, or certificate.

- If you use the Sample Complaint Form available on the PDC's website at www.pdc.wa.gov under "Enforcement and Compliance," the information you need to provide is described in the form and a certification with an oath is included in that form.
- If you are not using the Sample Complaint Form, and your complaint concerns an elected official or candidate for public office, the following page provides an acceptable format for a certification with an oath. If the certification is used, it must be attached to your complaint and does not require the services of a notary public.

FYI, also attached are some instructions and a cover sheet for a written complaint concerning an elected official or candidate for public office, if the Sample Complaint Form is not used.

More information regarding complaints generally is also provided in a guide titled *Frequently Asked Questions about Filing a Complaint with the Washington State Public Disclosure Commission*. That FAQ is available on the PDC's Website at www.pdc.wa.gov under "Enforcement and Compliance."

**Certification for a
Complaint to the Washington State Public Disclosure Commission Relating to an
Elected Official or Candidate for Public Office
(Notary Not Required)**

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the facts set forth in this attached complaint are true and correct.

Your signature: _____

Your printed name: _____

Street address: _____

City, state and zip code: _____

Telephone number: _____

E-Mail Address: (Optional) _____

Date Signed: _____

Place Signed (City and County): _____
City County

*RCW 9A.72.040 provides that: “(1) A person is guilty of false swearing if he makes a false statement, which he knows to be false, under an oath required or authorized by law. (2) False swearing is a misdemeanor.”

COMPLAINT ATTACHED

**Instructions for a Formal Complaint Relating to an
Elected Official or Candidate for Public Office
(If You Are Not Using the Sample Complaint Form)**

Name the elected official or candidate for public office alleged to have violated one or more provisions of the campaign disclosure and contribution law at RCW 42.17/RCW 42.17A. (Note that the RCW 42.17 citation applies to conduct before 2012 and the RCW 42.17A citation applies to conduct on or after January 1, 2012. Also note that the PDC does not enforce the Public Records Act at RCW 42.56.)

For example, explain why you believe that the individual named in your complaint may have violated the law at RCW 42.17/42.17A. Be as specific as possible as to dates, times, places, and acts. Include or make reference to any documents or other evidence that supports your allegations. Also list the names and addresses of any witnesses or persons having knowledge of facts that support your allegations. For more information on the information that is useful to provide in a formal complaint, see the Sample Complaint Form.

Following is a sample format for a cover sheet for a formal complaint relating to an elected official or candidate for public office. You will also want to attach your complaint and the certification to the cover sheet.

**Formal Complaint to the Washington State Public Disclosure Commission
For Complaints Relating to Elected Official or Candidate for Public Office
(If the Sample Complaint Form is Not Used)**

Name of Official or Candidate: _____

Address of Official or Candidate: _____

Official's or Candidate's _____
City State Zip Code

Official's or Candidate's Telephone: _____
(Include Area Code)

Official's or Candidate's E-Mail Address: _____
(If known)

Your signature: _____

Your printed name: _____

Street address: _____

City, state and zip code: _____

Telephone number: _____

E-Mail Address: (Optional) _____

Date Signed: _____

Place Signed (City and County): _____
City County

Complaint: Attach Complaint and Certification